



Contract

VVFC Contract Terms *Updating Your VVFC Contract*

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As a new member of VVFC, you have signed a contract as part of your Registration Form. Any VVFC Administering Physician who signed the enrollment form has agreed to abide by the contract terms.

The VVFC program requires a main contact physician sign this contract. In certain instances a Nurse Practitioner, Physician Assistant, or Pharmacist may sign if there is not a Physician in charge. All additional Physicians, Nurse Practitioners, and Physician Assistants that participate in the VVFC program at your facility must register by signing Section 7 of the Registration Form.



Updating Your VVFC Contract

Federal guidelines require all VVFC facilities to update their registration information annually. Each year your facility will receive a Registration Form. It is your medical facility's responsibility to provide the most recent information about your practice and the number of VVFC eligible children your practice treats.

The VVFC office will notify your practice when it is time to update your registration. In order to maintain current enrollment status, your practice will have approximately 30 days to return the registration form to the VVFC office. ***If your practice does not comply by sending the necessary registration information, a hold will be placed on your facility's vaccine orders.*** To order vaccines again, you must submit a Registration Form. Your facility cannot be reimbursed for privately purchased vaccines administered to VVFC eligible children while your practice is on a vaccine hold due to a delinquent registration. Please be sure to submit your annual registration update on time.

Please contact the VVFC office if there is a change in your medical facility which may affect VVFC. This includes changes for contact people, mailing addresses, shipping addresses, practice hours, email addresses, and physicians. This helps ensure our data is current and that you receive your vaccine products in a timely and efficient manner.

